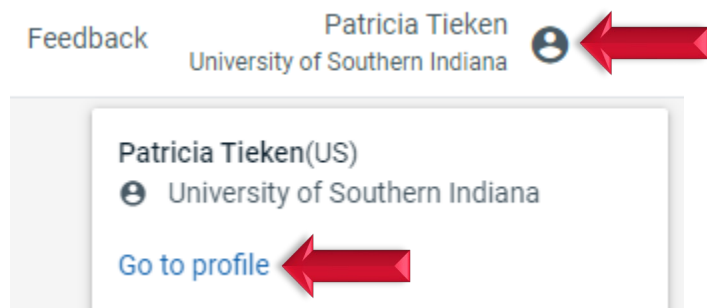


Adding Passport Information to an Egenzia Profile

Step 1

Locate and click **Your Name** in the upper-right hand corner. Then select **Go to profile**.



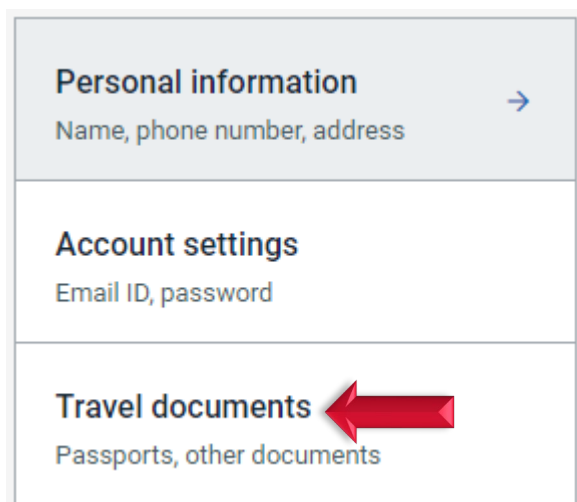
Step 2

The **Personal information** section appears.

Verify the name fields (First name, Middle name, Last name), Gender field, and Date of Birth field match what is on the government-issued I.D. (driver's license/passport) that will be shown at the airport.

- If any of the name fields are incorrect, and need to be revised, then contact Travel Procurement at Travel.USI@usi.edu **BEFORE** searching for a flight, as the name fields can only be updated by Travel Procurement, and the name change needs to occur before the saving or booking of a new flight so the new name will be applied to the ticket.

Find and click the **Travel documents** tab, located on the left-hand side, and click on it.



Find the section labeled **Passports** and click **+ Add new**.

Travel documents

Passports

 **+ Add new**

No passport

A window will open on the right-hand side.

Enter your passport information as prompted.

Click **Save**.